

Building Department  
302 North Main St  
Culpeper, VA 22701

(540) 727-3405

Fax (540) 727-3461

[www.culpepercounty.gov](http://www.culpepercounty.gov)



MECHANICAL PERMIT APPLICATION  
Updated 10/27/2009

## COUNTY OF CULPEPER MECHANICAL PERMIT

Permit # \_\_\_\_\_ **RESIDENTIAL:** ☐ 2006 IRC Residential NO PLANS ARE REQUIRED.

**COMMERCIAL:** ☐ 2006 IMC Commercial ☐ 2006 IFGC Commercial

☐ **Three (3) Sets of plans are required at time of submission. The plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.**

**Scope of Work:** ☐ Residential ☐ Commercial

☐ Fire Dampers # \_\_\_\_\_ ☐ Smoke Dampers # \_\_\_\_\_ ☐ Generator Hook Up ☐ Tank Install # tanks \_\_\_\_\_  
☐ Fuel Lines ☐ Hood Suppression System ☐ Range Hood ☐ Tank Removal (Underground) #tanks \_\_\_\_\_  
☐ Fuel Lines (IFGC) ☐ HVAC ☐ Heat Pump ☐ Gas ☐ Boiler # \_\_\_\_\_ ☐ Other \_\_\_\_\_

**Description of work performed:** Write legibly & write exactly the work to be performed \_\_\_\_\_

Information requested is required.

**OWNER** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City/Town State zip code

Date of Birth: \_\_\_\_\_  
Month / Date / Year(ex.1960).

**IF APPLICABLE PLEASE COMPLETE.**

**As the owner of this property, I have assigned the following Contractor/Agent to pull this Building Permit on my behalf.**

**Date:** \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Representative/Agent Name \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Directions:** \_\_\_\_\_

Information requested is required.

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City/Town State zip code

Business Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_ Expiration: \_\_\_\_\_

Completed by intake Permit Technician

☐ Contractor License verified \_\_\_\_\_

Contract Total Sq. Footage \_\_\_\_\_ Dampers \_\_\_\_\_

Contract Amount\$ \_\_\_\_\_

Estimated Time of Construction: \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

Person to answer Plan Review Questions & Permit Pick UP

**CONTACT DAY PHONE:** \_\_\_\_\_

**CONTACT CELL PHONE:** \_\_\_\_\_

Email Address: \_\_\_\_\_

**It the responsibility of the person issued this permit to insure adherence to all building regulations. It is the responsibility of the person issued this permit to be responsible to schedule all necessary inspections and a final inspection will be necessary to close this permit.**

Signature of Owner/Agent

Date: \_\_\_\_\_

Print Name \_\_\_\_\_

### FEE SCHEDULE ON BACK

All permits are subject to a 2.0% State surcharge effective July 1, 2009.  
Building Official reserves the right to assign fees not shown.

## COMMERCIAL FEE SCHEDULE

**A full copy of the Commercial Fee Schedule can be found under Commercial Fee Schedule**

## ADMINISTRATIVE FE

**Administrative Fee (commercial applications only) is due at time of submission and is non-refundable and will be applied to total permit fee.**

COMPLETED BY	0 to 15,000 square feet.....\$ 75.00
PLAN REVIEWER	Over 15,000 square feet.....\$250.00
SF_____	Mechanical Permit.....\$0.03 per sq. ft. Minimum \$125.00
#_____	R2 Construction Class Trades (condominiums & apartments are calculated per unit).....ea unit \$ 50.00
#_____	Fire Dampers.....\$ 20.00 per device Minimum \$80.00
#_____	Smoke Dampers.....\$ 20.00 per device Minimum \$80.00
_____	Generator Gas Line ..... \$ 50.00
#_____	Hood, Range Exhaust (not suppression)..... ea \$100.00
#_____	Hood, Suppression System.....ea \$100.00
#_____	Tank Installation.....ea \$100.00
#_____	Tank Removal .....ea \$ 50.00
#_____	Boilers, base fee.....ea \$125.00
	<b><u>POSSIBLE ADDITIONAL PERMIT FEES</u></b>
	Amendment Fee (paid at time of submission of amendment).....ea \$ 75.00
	Additional Amendment Fee calculated by sq.ft./#devices, etc.....Minimum \$ 50.00
	Re-inspection Fee.....\$100.00
	Working without a permit (permit must be issued before work starts.).....\$200.00
	<b><u>RESIDENTIAL FEE SCHEDULE:</u></b>
#_____	Mechanical Permit.....\$ 50.00
#_____	Gas Lines (Inside/Outside, per dwelling unit) .....\$ 50.00
#_____	Generator Gas Line .....\$ 50.00
#_____	Tank Removal.....ea \$ 50.00

## MECHANICAL FEE CALCULATION

(Completed by Permit Technician after Review)

<b>Permit Fee</b>	\$
-------------------	----

**2.0% Levy per USBC** \$ \_\_\_\_\_

**Total Permit Fee** **\$**

Less Admin Fee (if applicable)	\$(	)	Paid	Date	Ck. #
--------------------------------	-----	---	------	------	-------

**TOTAL DUE WHEN ISSUED** \$

All permits are subject to a 2.0% State surcharge effective July 1, 2009.  
Building Official reserves the right to assign fees not shown.